

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF IMPERIAL
939 Main Street - El Centro, CA**



Date: June 5, 2006

To: Janitorial Contractors

Re: **REQUEST FOR QUOTATIONS (RFQ) - 2006/2008 JANITORIAL SERVICES**

The Superior Court of California (Court) for the County of Imperial is hereby requesting quotations for Janitorial Services on a contract basis for the following assigned buildings and office areas.

1. - County Courthouse Building
939 Main Street - El Centro, CA
2. - North County Administration Building - First Floor / Partial
220 Main Street - Brawley, CA.
3. Calexico Superior Court Building
415 East 4th Street - Calexico, CA
4. Winterhaven Superior Court Building
2124 Winterhaven Drive - Winterhaven, CA
5. County Departments and Offices / Non - Court Areas

SPECIFICATIONS SHALL BE AS FOLLOWS:

GENERAL SPECIFICATIONS

SCOPE:

The work under this section includes furnishing all supplies, labor, equipment, and performing all operations in connection with providing the janitorial service as specified herein, Schematic Drawings, Facility Description Forms, and/or reasonably required to complete this type of service.

CONTRACTOR'S RESPONSIBILITY:

It shall be the responsibility of contractor to visit job sites to verify building and office area layout, contents, and existing conditions prior to submitting quotations.

The Courts Facilities Manager (CFM) will conduct a “**MANDATORY - WALK-THROUGH**” of these sites on June 9, 2006 at 7:00 A.M., starting at the County Courthouse Building (west entry stairwell area) and continuing thereafter to other court locations until each building and office area has been reviewed. All interested parties shall be responsible in providing their own transportation. A complete bid package will be provided on that day.

Contractors interested in responding to this RFQ, must attend this walk-through in order for their quotation submittal to be accepted by the Superior Court.

COURT'S BUSINESS HOURS OF OPERATION:

The Courts operating business hours are Monday thru Friday, during the hours of 8:00 A.M. to 5:00 P.M.

Court employees are periodically scheduled to work on Saturdays at all facilities and school “Mock Trials” take place during the months of February thru April, Monday thru Friday, during the hours of 6:00 P.M. to 9:00 P.M.. These are held at the County Courthouse Building, within the larger courtrooms areas on the 1st & 2nd floor levels.

JANITORIAL WORK SCHEDULE:

Janitorial Services shall be performed five (5) days per week, Monday thru Friday, between the hours of 6:00 P.M. thru 6:00 A.M., unless otherwise required to complete any work phase that must be implemented during the daytime hours. Prior authorization must be obtained from the CFM with a minimum of forty-eight (48) hours advance notice, should this be the case.

MAINTENANCE SCHEDULE:

The following services shall be performed as specified.

Daily Service

- a) All carpeted and hard surface floors are to be maintained clean, shinny, and spotless.
- b) All carpeted areas shall be vacuumed.
- c) All hard surface floors to be dusted and/or wet mopped.

Note: Mopping with water only is not allowed. Cleaning agent and disinfectant must be applied. Mop heads must always be kept clean, fresh, free from dirt and unpleasant smell at all times.

- d) Carpeted and/or rubber scraper type floor mats shall be provided by the bldg. owner at all building entrances and exits. All must be maintained clean and spotless, free from dirt, mud, or other debris.
- e) Move furniture, mats and other equipment as needed to provide a thorough and complete service.
- f) Clean and wash all exterior and interior door and adjacent window glass surfaces, frames and hardware included, at all public and employee entrances and exits.
- g) Clean, disinfect, and polish all lobby furniture (desks, chairs, tables, etc...), cabinetry (display cases, directory, etc...), glass, signage, etc....
- h) Clean and disinfect all exterior and interior public telephone booths and elevator compartments.
- i) Clean and disinfect all drinking fountains and bottle water dispensers.
- j) Remove all graffiti from exterior and interior building surfaces.
- k) Clean, disinfect, and polish all handrails and other metal (brass, stainless steel, etc.) hardware.
- l) Wood finished surfaces such as on doors, railing, wainscot, decorative paneling, etc... to be kept clean, spotless, and polished.
- m) Marble columns, wainscot panels, and walls to be kept cleaned, spotless, and polished.
- n) Carpeted and fabric covered columns, walls, work stations, etc... shall be maintained cleaned and spotless.
- o) Empty out all exterior and interior waste (trash) and recycle material receptacles. Provide plastic liners, no torn or dirty liners allowed.
- p) Collected waste (trash) and recyclable material shall be disposed of at an appropriate waste (trash) or recycle materials dumpster(s) which are located within building parking areas.
- q) Trash receptacles shall be maintained clean, disinfected, spotless, and odorless.
- r) Service windows and cabinetry shall be kept clean, disinfected, and free of smudges, scuff markers, handprints, etc.... Adjacent walls areas included.
- s) Work station furnishings and equipment window glass shall be clean and spotless.
- t) Judge's Bench and attorney arena microphones units shall be cleaned and disinfected.
- u) Clean and disinfect all tables, chairs, T.V., refrigerators (exterior sides only), and soda machines within Conference & Break Rooms, Jury Assembly & Deliberation Rooms, Lobbies, and courtrooms.
- v) All rooms with sinks fixtures shall be provided w/ liquid soap and roll/leaflet paper towels. Dispensers are provided.
- w) Countertops with sinks units shall be cleaned and disinfected. Adjacent wall surfaces are to be kept free of water spots, stains, and runs. Faucets included.
- x) All room areas shall be maintained clean, sanitized, and fresh smelling.
- y) Clean and disinfect all exterior sand urns. Appropriate sand fill material to be replaced as needed to keep material from looking and smelling unpleasant.
- z) Clean, sweep, and/or wash exterior building walkways, landings, stairwells, and ramps to keep free from dirt, stains, spills, gum, pigeon droppings, etc..... Pressure wash if necessary, but avoid damage to surfaces.
- aa) Trash debris found within exterior landscape planters adjacent to bldg. entrances areas shall be picked up and disposed of at appropriate trash receptacle.
- bb) Report needed building maintenance repairs or cleaning issues to the CFM's Office, telephone #760-482-4826, Monday thru Friday during the hours of 8:00 A.M. to 5:00 P.M.. To address emergency issues outside of courts normal business hours, call 760-427-3344 (cellular).

Daily Restroom Service

- a) As specified above, plus;
- b) Clean, wash, and disinfect all sinks, urinals, and commode fixtures. This includes tops, underside, and sides of all fixtures.
- c) All plumbing fixture faucets, water lines, fasteners, etc..., shall be kept free of calcium, grime, scale, etc... build-up at all times.
- d) Clean and disinfect all dispensers and grab bars.
- e) Refill all soap (liquid), paper towels (roll/leaf), toilet tissue (roll), sanitary seat liners, and feminine napkins dispensers (monies received shall be contractor's property).
- f) Dispensers are standard type and are provided by the Superior Court if needed.
- g) Clean and disinfect all mirrors and frames.
- h) Clean, wash, and disinfect all walls and ceiling surfaces, privacy partitions, tile, doors and hardware, etc....
- i) Floors to be kept clean, spotless, shinny, and sanitized.
- j) Room areas shall be kept free from unpleasant smells upon completion of room service.
- K) Contractor to provide scented deodorizer units or material product(s) to help keep room areas smelling fresh and pleasant at all times.

Weekly Services

- a) Trash receptacles shall be washed with appropriate cleaner and disinfectant if dirty, stained, and/or smelling unpleasant.
- b) Clean walls and door surfaces and hardware to keep free from dirt, spots, handprint grease/oil, smudges, scuff marks, etc....
- c) Work station furniture and related office furnishings, free of employee's property (personal or work) shall be maintained cleaned, free from dust, and spotless. Clean sides, tops, and faces of desks, wood or metal cabinetry, and other office furnishings.
- d) Judge's Bench, attorney arena work tables, and all wood finished surfaces to be maintained clean, disinfected, spotless, and polished.
- e) Courtroom seating, including upholstery, to be cleaned, disinfected, polished, spotless.
- f) Remove spider and cob webs from all room area walls, ceilings, columns, furniture, etc....
- g) Remove gum or other unwanted debris from under chairs, benches, tables, etc....
- h) Perform low dusting.
- i) Buff all hard surface floors to keep in a shinny appearance. Avoid dull looking floors.
- j) Clean all interior glass surfaces throughout. Be aware that some interior window panes are of PlexiGlass and/or Lexan Plastics, not glass. Use appropriate cleaners.
- k) Carpeted and fabric covered columns, walls, work stations, etc... shall be vacuumed to eliminate dust build-up.
- l) Exterior building entrances or exit canopy area walls, ceilings, columns, etc... shall be kept free of dust, dirt, spider webs, stains, trash, pigeon droppings, etc.... Clean and wash, pressure wash if necessary. Avoid damage to surfaces.
- m) Exterior seating, tables, hand-or-guard railing, signage, etc... shall be cleaned, washed, and disinfected. Keep free of stains, spills, gum, graffiti, etc....

Monthly Service

- a) Perform all high dusting (door sashes, tops of partitions, ceilings, etc....).
- b) Dust picture frames.
- c) Strip, seal, wax, and buff all hard surface floors. Floors to be maintained clean, spotless, and shinny.
- d) Clean all ventilation grilles (screened/louvered); floor, wall, and ceiling type.
- e) Clean all baseboards.
- f) Clean and dust window sills, Venetian blinds, curtains, door folding curtains/partitions, etc....

Quarterly Service

- a) All carpeting shall be shampooed.
- b) Carpet material shall be completely dry prior to the arrival of employees the following work day.
- c) Contractor shall implement this service upon commencement of this services agreement which goes into effect on July 2006 and scheduled thereafter within the early weeks of October, January, April, and July etc....
- d) Contractor shall notify CFM one (1) week min. in advance prior to implementing this work phase.

Six (6) Month Service

- a) All building perimeter glass (interior/exterior) windows and doors shall be cleaned and washed.
- b) Contractor to take into consideration multi – story buildings.
- c) Removal and re-installation of window screens shall be the responsibility of contractor.
- d) Contractor shall implement this service upon commencement of this services agreement which goes into effect on July 2006 and scheduled thereafter every six (6) months, January.
- e) Contractor shall notify CFM one (1) week min. in advance prior to implementing this work phase.
- f) This work phase shall be implemented during daytime hours. Avoid disruption or inconvenience of public parking areas adjacent to building during court business hours.

SAFETY IMPLEMENTATION:

Safety shall be implemented at all times. Contractor will be required to set up safety devices (cones, signage, rope off, or other as required) to detour employees and/or the general public around or away from work areas, if of a hazardous and liability nature.

ATTENTION SERVICES CONTRACTOR

Specified "Maintenance Schedule" serves as a guide of what is expected on a routine general bases, but not limited too. It shall always be the responsibility of the janitorial contractor and his/her staff to ensure that all building areas and related office equipment are kept in a professional, clean and sanitized condition on a daily basis.

THE INTEGRITY OF YOUR COMPANY IS BASED ON YOUR PERFORMANCE.

KEY ASSIGNMENT:

Two (2) sets of bldg. keys (hard or card type) will be issued to the contractor for access into all buildings and room areas under assignment of this services agreement. If additional sets are required, a written request specifying reason(s), must be submitted to the CFM for approval. Contractor is fully responsible for all key sets.

Replacement of a lost key(s) will be at a \$25.00 minimum charge per hour to the contractor. Worn out, deteriorated keys will be replaced free of charge with exchange. Upon request and/or at the expiration of this contract, contractor must return all issued keys. Missing keys will be charged as referenced above.

Assigned court building keys shall not be duplicated through the private sector. All keys must be obtained from the CFM.

All court buildings and office areas are of a high-level security, if keys are lost by contractor and/or his/her personnel, Court has the option to re-key all building perimeter doors at contractor's expense. All work will be performed by the County of Imperial - Department of County Property Services at a \$25.00 minimum hourly cost plus materials.

TRAINING REQUIREMENT BY JANITORIAL PERSONNEL:

Contractor and his/her employees performing work within any court or county office must take a one (1) hour (approx.) training session on the liabilities involved in working within a workplace that handles confidential, criminal justice data. Training will be free-of-charge and provided by Mrs. Nancy Kizziah – Court Staff Development Specialist on a day and afternoon as scheduled in advance by all parties involved.

BUILDINGS ACCESS:

Contractor and his/her employees are the only ones authorized to be in a court building or office area during the course of performing their work duties. Any employee found inside an assigned area with a family member(s), friend(s), girl/boy friend(s), etc... while performing his/her work duties shall be removed from all court assignments.

COURT AND STAFF PROPERTY:

Contractor and his/her employees shall not take, tamper with, or use for their own personal use any court or staff property. Should violations result, court will required contractor to remove employee from all court assignments permanently.

Should any incident occur involving the above referenced, the CFM must be notified immediately the following workday morning.

DOORS, WINDOWS, AND LIGHTING:

All building entrances shall be kept in a closed and locked position at all times during the course of work by janitorial staff. Leaving doors unlocked, propped open, unattended, etc... is not allowed.

Prior to departing premises upon having completed daily work tasks, janitorial staff shall ensure to turn off all building lighting to preserve energy and all perimeter doors and windows are to be in a closed, locked position. Interior doors found in a closed and/or locked position shall be secured in the same manner after services have been provided.

FIRE AND SECURITY ALARM SYSTEMS:

Each building is equipped with a "Fire Alarm System" which is monitored through the private sector. If an alarm is activated, janitorial personnel are to evacuate and secure premises. Fire Department will response to alarm callout, upon clearance from them, personnel may re-enter building and continue service.

Each building is equipment with a "Security (burglary) Alarm System which is monitored through the private sector with the exception of the El Centro County Courthouse Building. Contractor shall be provided with a pass-code number(s) to arm or disarm security alarm unit and all units must be armed by janitorial personnel upon their departure from the workplace(s).

Any activation of any alarm system must be brought to the attention of the janitorial supervisor and the CFM the following workday.

INSPECTIONS:

CFM, as well as other Court management and supervisory staff, shall make periodical inspections of all Court building and office areas to ensure job specifications and service is being implemented and performed as specified. The CFM shall have the sole authority to notify contractor(s) of negligent conditions and/or terminate this services agreement if job specifications are not being complied with as specified.

Contractor is expected to perform his/her own inspection at each assigned building and office area during daytime hours to verify existing conditions and ensure required services work is being performed as specified herein. It is recommended that contractor make contact with the supervisor in charge of office area(s) to voice and/or discuss interaction of work performance. CFM to be notified of these inspections and what was discussed.

Inspection of non-court office space shall be the responsibility of the County and their appointed designee(s).

SUPPLIES AND EQUIPMENT:

All supplies and equipment needed for the execution of this contract shall be furnished by janitorial contractor. Contractor will be assigned a janitorial closet(s) for the purpose of storing his/her materials and equipment. Room area will be on a restricted locking hardware system which will limit access to the contractor and his/her employees. Court supervisory staff shall be provided with one (1) key for use in case of an emergency and/or inspection of room area. Room area(s) will be kept in an organized, clean, and sanitized (free from smell) condition at all times.

Equipment left on court property will be identified with contractor's name and I.D. number and at his/her own risk. Courts will not be responsible for damage, lost, and/or theft of equipment or building supplies.

Supplies used on this project shall be of an industrial and institutional type, premium grade quality. See Materials Specification Listing for minimum qualifications, pages 9 and 10.

Note: Contractor awarded this service agreement may be required to submit his/her materials list of all supplies that will be used on court premises at any time during the duration of this agreement.

Court reserves the right to request at any time a change of materials used, should there be health, safety, and/or quality issue(s) involved, without any increase in cost. Contractor may make recommendations in the court's best interest, but must obtain prior written approval from the CFM implementing any change(s) related to this subject.

Contractor shall have readily available at every building janitorial storage closet, Materials Safety Data Sheets (MSDS) of all cleaning products/chemicals as required by the State of California - Occupational Health & Safety Administration (CAL/OHSA). A copy of the job specifications shall also be readily available.

COURT'S OPTION:

The court reserves the right to make changes and/or improvements at any time to building content during this services agreement at no additional cost to the court. This may include, but not limited too, paint; Texture of surfaces; Vinyl floor tile; Carpeting, acoustical ceiling tile, etc....

INCREASE/DECREASE SERVICES:

During the duration of this services agreement, court reserves the right to increase or decrease services as needed to accommodate its court programs. New billing cost shall be calculated as follows.

Example: Monthly janitorial billing ÷ building square footage = Bldg. cost per sq. ft.
 Bldg. cost per sq. ft. X bldg. increase/decrease sq. ftg. = new monthly billing.

TERM OF SERVICES:

This janitorial services agreement shall be for a time period of no less than two (2) years, commencing on July 1, 2006.

CANCELLATIONS:

Negligence on part of the contractor not to follow job specifications as specified shall result in cancellation of services agreement at no cost whatsoever to the Court. He or she will also not be given the opportunity to participate in future RFQs, four (4) years minimum, at any court assignment.

A two (2) week minimum notice in writing shall be required from either contracting party requesting cancellation of this service agreement.

RFQ REQUIREMENTS:

Contractor shall provide the following.

1. - Submit an individual quote cost for each building and each office area (department) as indicated on Schematic Drawings. Also see, "Awarding of Services Agreement", page 8 & 9.

Note:

- a. - Buildings with be awarded as a whole, one (1) contractor per building.
 - b. - County may decide to not be a part of this service agreement. - County's option to do so.
2. - Contractor shall submit a "Client Reference List", where he/she has or is currently performing janitorial services in buildings no less than 5,000 square feet of office space. List is to include building and/or company name, address, and name and telephone number of contact person. Minimum of three (3) business sites. Acquired reference information will be taken into consideration on the selection of a contractor and his/her company.

INFORMATION / QUESTIONS / WEBSITE:

Should you need additional information or have any question(s) regarding this RFQ, please contact Ms. Terri Darr – Court Chief Financial Officer at 760-482-4520.

In keeping all parties up-to-date regarding this RFQ, all question's and answers will be promptly posted on the court's website . It shall be the responsibility of the contractor(s) to routinely check the court's website for any possible addendum to this RFQ that may affect your bid quotation.

The Superior Courts Website is www.imperial.courts.ca.gov.

QUOTATIONS DUE:

Quotations shall be submitted to the Superior Court of Imperial County located at 939 Main Street - El Centro, California, to the attention of Ms. Terri Darr – Court Financial Officer, no later than 5:00 P.M. on June 20, 2006.

REJECTION OF QUOTATIONS:

Pursuant to Public Contract Code, Section 20150.9, Court may at its sole discretion reject any or all quotations presented.

AWARD OF SERVICES AGREEMENT:

Prior to being awarded this services agreement, selected contractor (tentative) shall be required to submit verification of the following.

1. Contractor's license or
2. Business license from appropriate city where work is to be performed.
3. Worker's Compensation Certificate.
4. Liability Insurance in the amounts specified as follows:
 - a. Comprehensive or Commercial General Liability coverage in an amount no less than \$1,000,000.00 combined single limit to any one person ("CSL) and \$2,000,000.00 aggregate for any one accident, including personal injury, death, and property damage.
 - b. Automotive, truck, material hoist, crane, and other heavy equipment liability coverage in an amount no less than \$1,000,000.00 combined single limit coverage and \$2,000,000.00 aggregate for any one accident, including owned, non-owned, leased and hired vehicles and equipment.
 - c. Superior Court of California – County of Imperial as Certificate Holder.
5. All employees, vehicles, and equipment shall be fully bonded and/or insured by these coverages.
6. Name of person in charge of each building or office area and telephone/pager number(s) where he/she can be reached during daytime and service hours.
7. Employees must be in compliance with the following.
 - e. Must be U.S. Citizens or have appropriate documentation to work in the U.S. legally.
 - f. Provide name(s) of individual(s), DMV license number, Social Security #, date of birth.
 - g. Court may require Sheriff's Department Security Clearance and/or Department of Justice verification on employees. Information will be kept confidential. If clearance is not acceptable, intended employee will not be allowed to be a part of this service agreement.
 - h. Contractor shall provide identification cards/tags for each employee stating Contractor's Company name & telephone #, name and photograph of employee, and a signature as a minimum - Security requirement.
 - i. Employees shall wear a shirt (minimal uniform) with janitorial company and individual name clearly visible - Security requirement / A MUST.
 - j. All employees must speak, read, and write English at a level of being understood and understanding.

COURT FACILITIES MANAGER (CFM):

The CFM is Mr. Raymond H. Navarro and may be reached at telephone number 760-482-4826. Upon a contractor(s) being awarded a service(s) agreement, CFM is the sole representative for the court who is authorized to make any changes to this proposal.

ADVERTISEMENT OF SERVICES:

Court's option - Signage with contractor's company name may be installed at main lobby room areas indicating who is responsible and providing janitorial services to building(s).

MATERIALS SPECIFICATION**Janitorial Materials:**

All materials used on this contract shall be for "INSTITUTIONAL AND INDUSTRIAL USE ONLY", premium grade quality. Materials shall be as specified, equal to, and/or exceed as follows, but not limited to:

Note: Following materials specified are as used by County of Imperial at assigned facilities

Bathroom Tissue:

Shall be manufactured by James River, Crown series, multilayer (fiber bonded), facial quality, white in color, 500 sheets per roll, 4.5" X 4.5" - standard diameter.

Roll Paper Towels:

Shall be as mfg'd., James River, deep embossed for softness, absorbent, brown in color, 350 feet per roll, 8" wide X 450' in length.

Folded Paper Tissue:

Shall be as mfg'd by Acclaim, 10101 series, single fold/interfiled, white 4" X 5", one ply.

Folded Paper Towels:

Shall be as mfg'd by James River, multifold towels, white in color, 334 min. sheets per packet, 9.25" X 9.5".

Toilet Sanitary Seat Covers:

Shall be 100% recycled paper, bio-degradable, 100% flushable, ½ fold, 250 sheets minimum per pack.

Liquid Soap:

Shall be Antibacterial (Septophene) net liquid soap, 1 gallon net content, antiseptic with pleasant odor, non-irritating, thick creamy formula to avoid dripping from dispensers. For use into any stainless steel or plastic dispenser.

Feminine Sanitary Napkins:

Shall be as mfg'd by Rochester Midland Corp., Modess 2 series Maxi pads, individually packet, for use in vending machines.

Urinal Blocks w/ Screens:

Shall be as mfg'd by PK Products, Surfacto series, complex with chemical deodorants and cleaners for use with each flush, and individually wrapped and sealed. For use in urinal fixtures.

Plastic Liners:

Shall be 100% recycled plastic with 20% post consumer waste. Leak-proof, low density polyethylene resins. Liners 24" X 23" recommended for standard size office wastebaskets, 7 - 10 gallons in volume shall be no less than .60 mil gauge in thickness.

Liners 33" X 39" recommended for standard size corridor, hall, patio, etc... containers, 33 gal., shall be no less than 1.2 mil gauge in thickness. Liners 40" X 46", 40 - 45 gal., shall be no less than 1.6 mil gauge in thickness.

Continue - Materials Specification - Cleaning Agents/Chemicals/Other:

All cleaning agents and chemicals such as disinfectants, deodorizers, wax, carpet shampoo, floor cleaner, glass cleaner, furniture polish, etc... (but not limited to) shall be non-toxic, non-irritant, safe, of pleasant fragrance/odor, and meet all California Health and Safety Requirements.

Note:

The Superior Court reserves the right to request at any time change of materials used, should there be a health, safety, or quality issues involved, without increase in contract agreement. Failure to do so, will result in cancellation of this agreement.